

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
FOUR RIVERS SANITATION AUTHORITY
MAY 22, 2023
5:15 P.M.**

The Four Rivers Sanitation Authority (FRSA) Board of Trustees and staff met in-person at Four Rivers Sanitation Authority, 3501 Kishwaukee Street.

Members of the public were invited to participate in-person or listen via GoTo by dialing (866) 899-4679 (toll-free) or (571) 317-3116 (toll); access code: 280 988 541, and to address the Board during the Public Participation section. No members of the public joined the meeting.

Pollack called the Regular Meeting of the Board of Trustees to order at 5:25 p.m. and advised that the meeting was being recorded.

The following Trustees were present:

Rick Pollack	President
Ben Bernsten	Vice President
Ginger Haas	Clerk/Treasurer
Don Massier	Trustee

Elmer Jones, Trustee, was absent.

Staff present: Timothy S. Hanson, Executive Director; Christopher Baer, Director of Engineering; Julia Scott-Valdez, Director of Management Services; Ed Fitzgerald, General Counsel/Director, Internal Services; Greg Cassaro, Director, Plant Operations; Jim Reader, Director of Collection Systems; Ashley Bernard, Assistant Director, Plant Operations/Customer Service, Kwame Calvin, Assistant Director, Internal Services; and Susan Skinner, Executive Services Coordinator. Lisa Mittel, Assistant Director of Management Services, was absent due to an offsite conference.

Massier moved to approve the minutes of the Meeting of the Board of Trustees from April 24, 2023; and the minutes of the Closed Session from April 24, 2023; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Under President's Report, Pollack led the Election of Officers for the FRSA Board of Trustees and Committee of Local Improvements.

Massier moved to make no changes to the current officer positions and appointments to the Board of Trustees and Committee of Local Improvements as noted below;

Elections (Board of Trustees):

President:	Rick Pollack
Vice President:	Ben Bernsten
Clerk/Treasurer:	Ginger Haas

Appointments (Board of Trustees):

Assistant Clerk:	Tim Hanson
Hearing Officer:	Rick Pollack
Assessing Officer:	Mark Crosby

Appointments (Committee of Local Improvements):

a. Members:	Same as Board of Trustees
b. President:	Rick Pollack
c. Vice President:	Ben Bernsten
d. Secretary:	Ginger Haas
e. Collector:	Tim Hanson

seconded by Bernsten: motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Don Massier	Aye
Ginger Haas	Aye

Massier moved to approve Resolution 23 24 09 - Election of Four Rivers Sanitation Authority Board of Trustees & Committee of Local Improvements; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Don Massier	Aye
Ginger Haas	Aye

Haas stated the Investment Report reflects \$59,409,176.60 total funds invested for the month of April, 2023 and earned interest in the amount of \$171,910.17. Total Cash and Investments are \$69,680,341.70. Report placed on file.

Haas moved to approve Total General Fund Expenditures for the month of April, 2023, in the amount of \$3,554,779.13; with Total Special Assessments at \$0; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Regarding Old Business, Baer reported no change to McDonald Creek Trunk South Branch (Machesney Park); McCurry Road Trunk (Roscoe).

Massier moved to amend a contract for Security Service with Controlled F.O.R.C.E., Inc. (RFP 23-202) changing the start service date from May 1, 2023, to June 5, 2023, resulting in a cost reduction from \$630,720.00 to \$611,148.00. Original contract contained a performance bond requirement which was later determined (by FRSA) not required for this type of service; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve complete rebuild of gas compressor no. 5, which has reached its maximum number of run hour between builds; units are proprietary and are sold and serviced solely by Gardner Denver Nash; rebuild cost is \$36,585.20; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve a two-year contract extension for Natural Gas Supply Management and Procurement Service with Symmetry Energy Solutions, LLC, at a monthly price per therm of \$.5384 plus \$.01989 per therm for below contracted quantities of 100 percent usage and \$.5384 monthly price minus \$.002 per therm for below contract quantities of 700,000 therms resold; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to authorize award for 2023 Collection System Repairs, Capital Project No. 2454, to the lowest responsive and responsible bidder, Stenstrom Excavation & Blacktop Group, for the sum of \$814,535.00; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve Sole Source Purchase of Platinum Series Six-Shooter Manhole Adjustable Coring Attachment to Mr. Manhole, the sole vendor offering an adjustable core bit; at a cost of \$42,900.00 seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Hanson reminded that next Monday, May 29, FRSA offices will be closed in remembrance of Memorial Day.

Hanson also advised that Thursday, June 8, FRSA will celebrate "Employee Appreciation Day." All employees have been invited to enjoy a complimentary lunch in gratitude for all their hard work.

Massier moved to approve Amendment No. 2 to the Intergovernmental Agreement (IGA) between FRSA and the City of Rockford for Acceptance of City Well Wastewater Discharge Executed May 15, 2008; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Massier moved to approve the purchase of and Delegation of Authority for 405 Kennon Road, PIN: 15-02-355-022, at a cost of \$85,000.00 plus closing costs and \$2,000 moving costs; seconded by Bernsten; motion passed upon roll call vote as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Calvin presented the Information Technology Monthly Report for the month, highlighting status of major IT projects and Customer Service metrics.

Scott-Valdez provided an update regarding Human Resources Department initiatives and achievements for the previous month and future.

Scott-Valdez presented the Finance Management Report, advising that, for the period ending April 30, 2023:

- Total revenue is 7.7% over budget YTD;
- User fee revenue is 3.8% below budget YTD;
- Operations & Maintenance Departmental expenses are 4.6% under budget YTD for the 12-month period. (Revenues and expenses will be subject to year-end adjustments and the fiscal audited numbers will differ at the close of the fiscal year.;
- Operating income reflects a gain of \$14.0 million;
- The Statement of Cash Flow reflects an increase of \$10,425,391 for the fiscal year;
- The General Fund Cash ended the month of April at \$61.7 million.

Baer advised there are no Plumbing Contractor Registrations for the month of April, 2023.

Massier moved to approve an Easement, PIN: 16-28-400-024, Venture One Real Estate; seconded by Bernsten; motion passed upon roll call as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

Baer advised that Engineering Report data for the month is included in the Board packet.

Cassaro presented the Plant Operations Monthly Management Report, Monthly Snapshot and Trend Report for the previous month.

Cassaro advised that minutes from the May 10, 2023, Rock River Watershed Group Meeting are available in the Board packet for this month.

Bernard provided status reports on activity for Customer Service, Industrial Waste Surveillance and the Lab for the previous month. Bernard also advised that Customer Service Representative, Diane Adolphson, will retire June 9, 2023.

Reader provided a status of Collection Systems activity regarding sewer main line cleaning, televising crews, pipe replacement, manhole ticket backlog breakdown and manhole restoration for the previous month. Reader also presented the Collection Systems Monthly Management Report.

No Closed Session was required for this meeting.

Massier moved to adjourn the Regular Meeting; seconded by Bernsten; motion passed upon roll call vote as follows:

Ben Bernsten	Aye
Elmer Jones	Absent
Rick Pollack	Aye
Ginger Haas	Aye
Don Massier	Aye

The Regular Meeting of the Board of Trustees adjourned at 5:41 p.m.



Clerk